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Affirmative Action Minutes 03/13/2002

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, March 13, 2002
 7:30 p.m.

In Attendance: Barbara Boltz (Chair), Howard Winkler, Adrienne McClure, Franz Browne, Augusta Haydock, Elaine Maclachlan, Jack Jones

Absent: Christopher Ryan

Also Present: Caryn Cove, Personnel Director

Acceptance of minutes, February 13, 2002

Augusta Haydock moved approval. SO VOTED

Discussion with Richard Bento, Director of Public Works

The Committee discussed the contractual obligations of the Town with regard to affirmative action on public works projects. The Committee discussed the recent water main replacement project in the Fountain Road area, a \$750,000 project. Mr. Bento indicated that the project seemed to be meeting minority, but not female participation goals.

The Committee then inquired about current openings in the department and various positions. Overall, there are 101 DPW employees on the town side and approximately 60 custodians for the school and 15 persons in building maintenance town wide.

Barbara Boltz raised the idea of conducting exit interviews for minority employees to ensure they were happy and felt welcome by their employer.

The Committee requested that Town Clerk be invited to the next meeting.

Current Job Openings

The Committee reviewed current job openings. The Committee noted there were two minority applicants for the part-time position in the Town Treasurer's Office. The Committee requested that Ms. Cove inquire as to how the two applicants heard of the opening and if it happened to be in one of the two minority newspapers the Town regularly advertises open positions in.

School Renovations Project: Peirce School

The Committee reviewed the latest work force statistics for the school project. The Committee commented on the high percentage of minority participation and complete absence of female participation. The Committee stressed that a greater effort has to be made to increase female participation in the project.

Ms. Cove reported on her recent visit to the Peirce School Construction site. She toured the site with Dick Madonia, Clerk of the Works. Ms. Cove indicated that it was her intention to return to the site before the next Affirmative Action Meeting.

Continuing Business

Affirmative Action Advisory Committee Brochure: Caryn Cove apologized for the delay and indicated that she would shortly be sending out a revised draft for the Committees review.

Multi-Cultural Potluck: Barbara Boltz reported that the event was very successful and that the group plans to meet again in the near future.

School Diversity Task Group: Barbara Boltz reported that they met with Gus Martinson, Human Resource Director for the Arlington Public Schools. Barbara Boltz reported that the schools had been accepted as part of the Affirmative Action Recruitment Consortium and Arlington will be represented at their job fair. Ms. Boltz also indicated that it is Mr. Martinson's intention to run advertisements for anticipated openings, a new practice.

Diversity Training for Town Employees: Caryn Cove indicated that she would report at the next meeting on this matter.

Augusta Haydock moved to adjourn the meeting at 8:45 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove
Director of Personnel
Affirmative Action Officer